

CLASSIFICATION: YOUTH COUNSELOR TRAINEE

Class Code: 9973-07

Date Established: 12-20-90

Occupational Code: 3-2-1

Date of Last Revision: 7-9-13

BASIC PURPOSE: To assist in providing routine safety and protection care services for youth assigned to a residential or special education program at a state institution, including responsibility for general facility maintenance and housekeeping duties.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Helps residents/students successfully complete tasks and activities required by institutional and/or educational service plans.
- Assists Youth Counselors in modeling, reinforcing, redirecting and setting limits to behavior through specified behavior management techniques.
- Makes rounds of facility periodically as required; maintains a watch for fire, attempted escape, prohibited acts or dangerous behavior which could compromise the safety of the facility.
- Monitors residents/students in seclusion, restraint or other status.
- Ensures that residents/students maintain appropriate hygiene and appearance; monitors activities of daily living appropriate to the residential and school environment.
- Records violations of the behavior management program in the appropriate sources according to facility policy and enters progress notes into case records.
- Writes a variety of reports including residential summary behavioral and seclusion/restraint reports to maintain a safe and orderly shift.
- Explains program rules and expectations to youth upon admission to facility.
- Answers the telephone and greets visitors.
- Periodically accompanies residents/students off-grounds to recreational or educational activities; may accompany residents/students to appointments with community agencies and private sector providers.
- Occasionally assists in picking up resident/students who have run away and have been apprehended for return to the facility.
- Performs custodial work as required to ensure the neat and orderly appearance of the environment, as well as an adequate supply of clothing, towels and other items necessary for proper hygiene.

DISTINGUISHING FACTORS:

Skill: Requires minimal skill in performing a series of routine procedures OR in operating equipment according to standardized instructions.

Knowledge: Requires understanding and using business or trades vocabulary or basic arithmetic to perform standard operating procedures.

Impact: Requires minimal responsibility for contributing to agency objectives by supporting or performing routine work activities within a small organizational unit. Errors at this level are of minor consequence and are readily detected through frequent checking or inspection.

Supervision: Requires no supervision of employees or functions.

Working Conditions: Requires performing regular job functions in an adverse working environment containing a combination of disagreeable elements which impact significantly upon the employee's capacity for completing work assignments. This level includes work-related accidents or assault.

Physical Demands: Requires medium to heavy work, including continuous physical exertion such as frequent bending, lifting, or climbing.

Communication: Requires obtaining and exchanging information, referring inquiries to the appropriate source, or responding to questions from state employees or members of the general public.

Complexity: Requires a minimal combination of job functions, including performing frequently repeated tasks according to set procedures and standardized situations.

Independent Action: Requires minimal choice in performing routine duties under immediate supervision and in following simple instructions according to standardized policies or procedures.

MINIMUM QUALIFICATIONS:

Education: Associate's degree or 60 credits from a recognized college or technical institute with a study in sociology, psychology, human services, behavioral science, social work, education, liberal studies, theology, or criminal justice. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Six months experience working in organized group activities such as camp counseling, Boy or Girl Scouting, school or church programs, coaching sports, working with mentally and physically challenged youths and adults in a school, daycare, hospital or correctional/rehabilitative setting or any similarly related experience. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Valid New Hampshire driver's license required if responsible for transporting residents/students.

SPECIAL REQUIREMENTS:

1. For appointment consideration, the applicant must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered according to Division of Personnel guidelines by representatives of the state agency in which the vacancy exists.
2. Must successfully complete the Juvenile Justice Academy within twelve months of employment from date of hire as a Youth Counselor Trainee.
3. Upon completion of the Juvenile Justice Academy, must attend 40 hours of in service training annually.

RECOMMENDED WORK TRAITS: Ability to maintain a rehabilitative attitude and relationship with residents. Ability to relate to residents and co-workers in a positive manner. Ability to communicate effectively in written and oral form. Ability to restrain potentially aggressive clients. Ability to follow prescribed routine in making rounds. Ability to perform routine custodial duties. Ability to take directions and cooperate with other employees. Ability to follow written and verbal instructions. Knowledge and familiarity with the use of personal computers. Ability to understand and work with youth and their families. Ability to operate radios and other communication equipment. Ability to present oneself as a positive role model before the residents/students assigned to the institution. Must be alert and able to enforce rules and regulations. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.